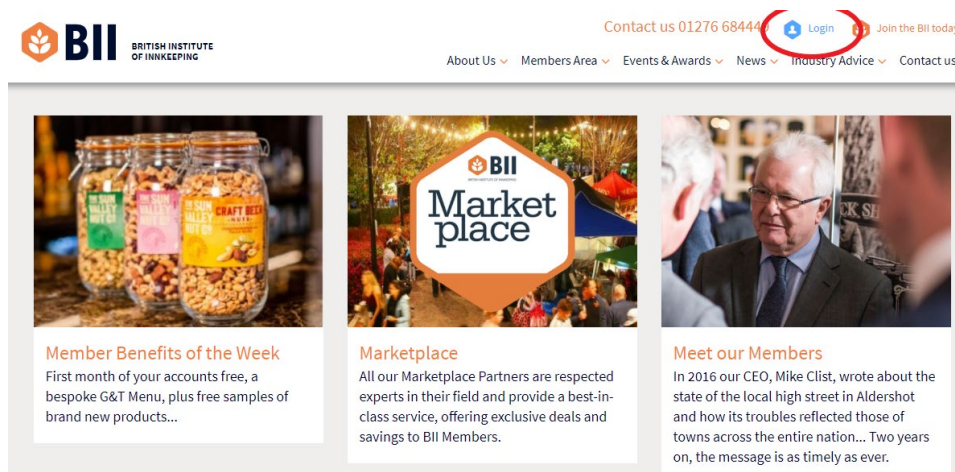


BII Online Account – Managing your Membership

If you have never logged on before, we will need to set you up an Online Account. Simply call us on 01276 684449 (Option 2) or email us on membership@bii.org and give us your membership details and we will send you a link.

If you have already set up your account, you can log in by simply clicking on the Login icon. If you are on a desktop this will be at the top of the webpage:

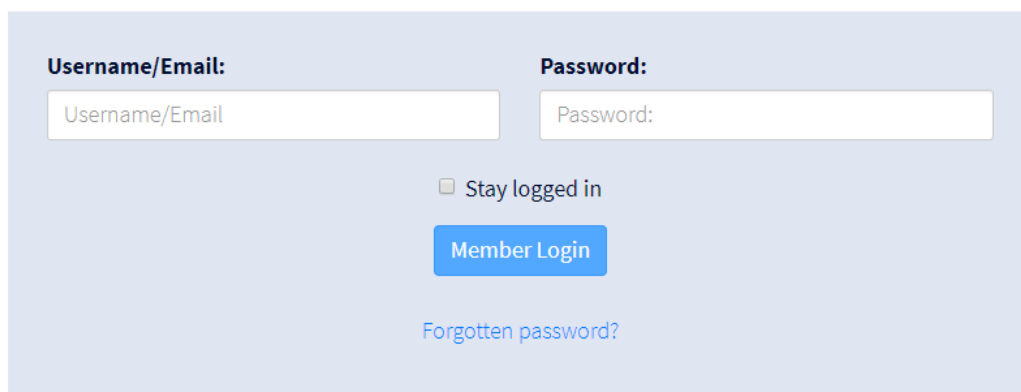


The screenshot shows the BII website header with the logo and navigation menu. The main content area has three featured articles:

- Member Benefits of the Week:** First month of your accounts free, a bespoke G&T Menu, plus free samples of brand new products...
- Marketplace:** All our Marketplace Partners are respected experts in their field and provide a best-in-class service, offering exclusive deals and savings to BII Members.
- Meet our Members:** In 2016 our CEO, Mike Clist, wrote about the state of the local high street in Aldershot and how its troubles reflected those of towns across the entire nation... Two years on, the message is as timely as ever.

Click on the Login icon and it will take you to this screen:

Member Login

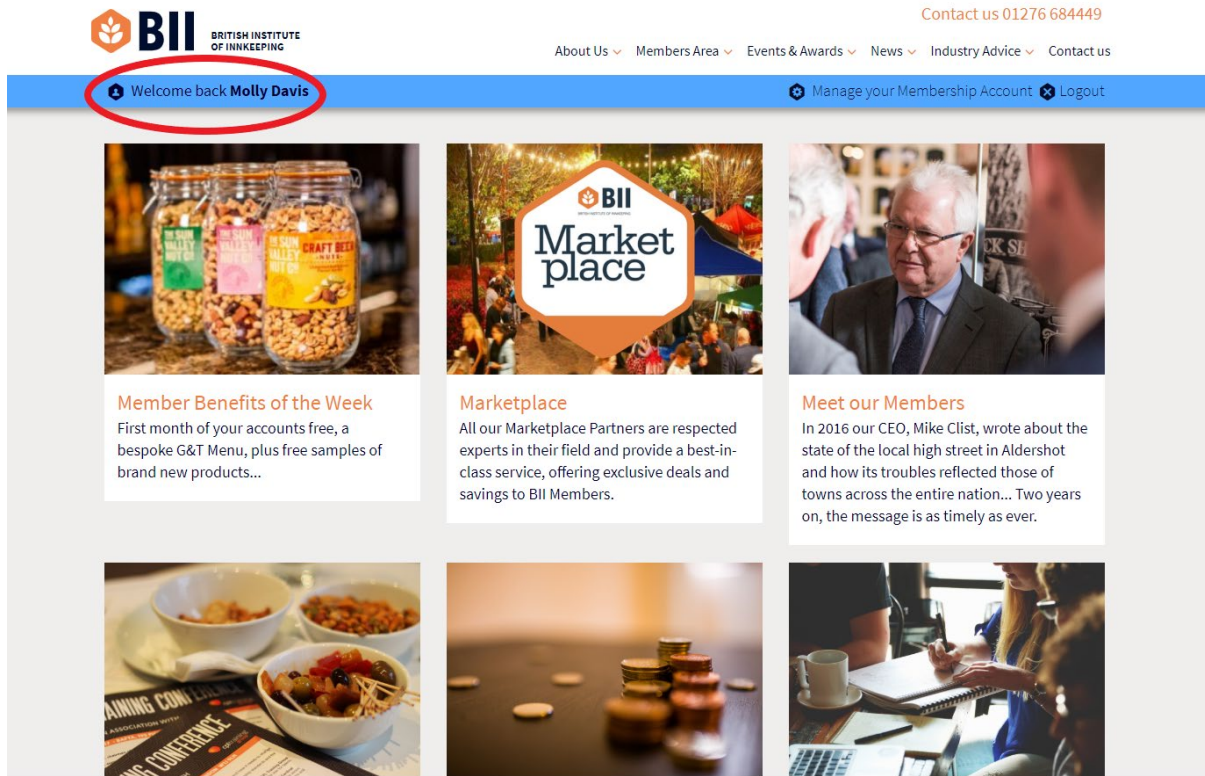


The Member Login form contains the following elements:

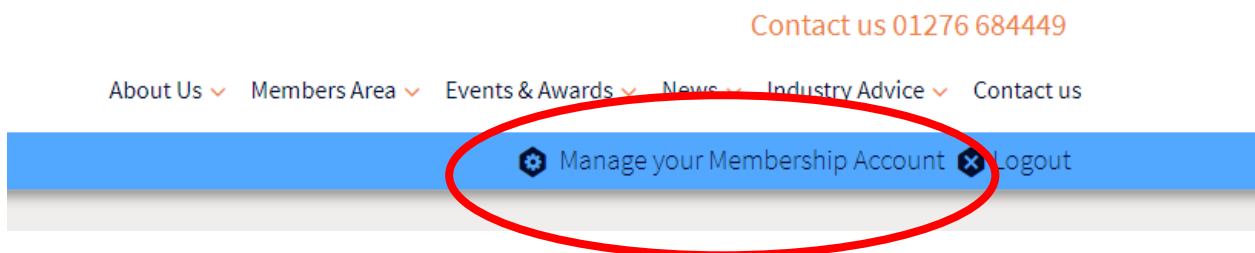
- Username/Email:** Input field with placeholder text 'Username/Email'.
- Password:** Input field with placeholder text 'Password:'.
- Stay logged in
- Member Login** button
- [Forgotten password?](#) link

Enter your Username (this will be the email address you have on your account) and the Password that you have created. If you can't remember, please click on the Forgotten password? link and you will receive an email to enable you to reset it.

Once you have successfully logged in, you will see a slightly different view – the Login icon will have disappeared and you will see a blue bar across the top of your screen with the message:



Now you can access all of your Member Benefits in the Members Area, including visiting the Marketplace, accessing our Helplines and much more. If you would like to download your VAT Receipts for your Membership Fees and update your data, you will need to click on the Manage your Membership link.



You will then see the following screen and from here you can access your VAT Receipts.

